

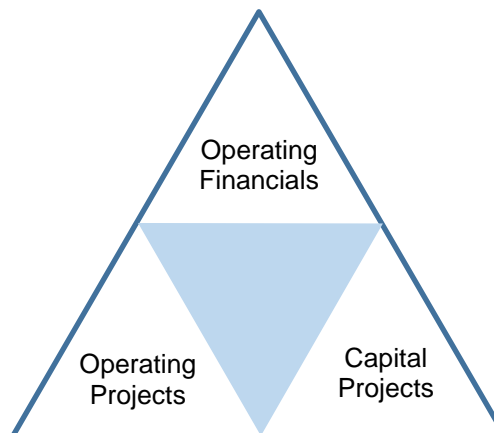
TO: City Manager
FROM: Ron Bowles, GM Corporate Services
AUTHORED BY: Dennis Brodie, Interim Finance Reporting Supervisor
DATE: October 27, 2017
SUBJECT: Quarterly Financial Report – Q3 2017

Recommendation:

THAT the Quarterly Financial Report for the third quarter of 2017 (July 1– September 30) be received for information.

Background:

The Quarterly Financial Report provides regular and timely information to Council on the progress of the work plan approved during Financial Planning. This report also ensures that the actual results are aligning with approved budgets and any variances are investigated and explained. The report includes the three core components of the budget, which are operating departmental budgets, one-time operating projects and the City's approved projects in the capital plan.



Discussion:

Financial Overview from the City Manager

The third quarter financial report for 2017 identifies that the City's work plan is well underway for the year. Of the total 140 approved projects, 75 projects are in-progress and 55 are completed. The City's Water Supply project continues to be a key focus of the work plan for 2017 and into 2018; this project is funded over 75% by BC Hydro as it is necessitated by the John Hart generating station upgrade and is key to the City's delivery of water services to the community.

The City continues to focus on renewal and enhancement projects across the City including asphalt overlay, sidewalk infill, parks and recreation amenities, and facilities upgrades.

The operational budget analysis indicates the City is on trend as compared to budget and prior trends given the cyclical and seasonal activity of the City's operations.

Deborah Sargent, City Manager

Operating Financial Report

The City's departmental operational revenues and expenses by core service area are summarized below, with a comparison to the same quarter in 2016 as well as the variance to the approved 2017 budget. Overall, City revenues are at 92% of budget and expenses are at 65% of budget. This is within expectation, and comparable to past years, due to the seasonality of many of the City's operations.

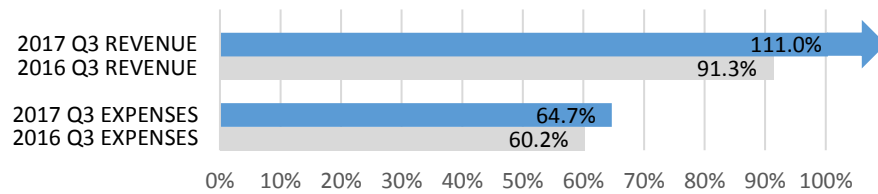
	2016 Q3	2017 Q3	2017 Budget*	2017 Variance \$	2017 Variance %
Revenue					
GOVERNANCE	(119,861)	(150,977)	(136,013)	14,964	111.0%
RCMP	(694,413)	(631,831)	(795,262)	(163,431)	79.4%
FIRE	(1,391,118)	(1,455,209)	(1,739,367)	(284,158)	83.7%
CORPORATE SERVICES	(2,402,864)	(2,493,342)	(2,641,800)	(148,458)	94.4%
FACILITIES & SUPPLY MGT	(299,043)	(273,409)	(382,106)	(108,697)	71.6%
OPERATIONS	(2,888,227)	(3,025,543)	(3,337,184)	(311,641)	90.7%
PARKS, RECREATION & CULTURE	(754,687)	(857,794)	(930,676)	(72,882)	92.2%
DEVELOPMENT SERVICES	(734,581)	(892,957)	(1,054,600)	(161,643)	84.7%
EC DEVELOPMENT & TOURISM	(70,000)	(233,388)	(125,000)	108,388	186.7%
AIRPORT	(1,537,302)	(1,792,456)	(2,068,674)	(276,218)	86.6%
SEWER	(5,767,804)	(6,016,895)	(6,359,675)	(342,780)	94.6%
WATER	(6,189,075)	(6,826,027)	(7,212,883)	(386,856)	94.6%
Revenue Total	(22,848,974)	(24,649,828)	(26,783,240)	(2,133,412)	92.0%
Expense					
GOVERNANCE	1,466,880	1,649,770	2,548,971	899,201	64.7%
RCMP	4,808,977	4,723,009	9,435,464	4,712,455	50.1%
FIRE	4,124,551	4,289,291	5,817,143	1,527,852	73.7%
CORPORATE SERVICES	1,298,618	1,459,852	2,139,069	679,217	68.2%
FACILITIES & SUPPLY MGT	2,734,955	2,776,966	4,089,099	1,312,133	67.9%
OPERATIONS	5,016,255	5,087,185	7,671,894	2,584,709	66.3%
PARKS, RECREATION & CULTURE	4,176,683	4,341,018	5,743,669	1,402,651	75.6%
DEVELOPMENT SERVICES	1,352,075	1,250,574	2,188,433	937,859	57.1%
EC DEVELOPMENT & TOURISM	447,505	588,272	714,943	126,671	82.3%
AIRPORT	1,557,590	1,778,386	2,239,240	460,854	79.4%
SEWER	1,805,327	1,995,754	3,026,294	1,030,540	65.9%
WATER	2,088,007	2,325,858	3,777,002	1,451,144	61.6%
Expense Total	30,877,423	32,265,935	49,391,221	17,125,287	65.3%
Grand Total	8,028,449	7,616,107	22,607,981	14,991,874	33.7%

**2017 Budget as amended presented.*

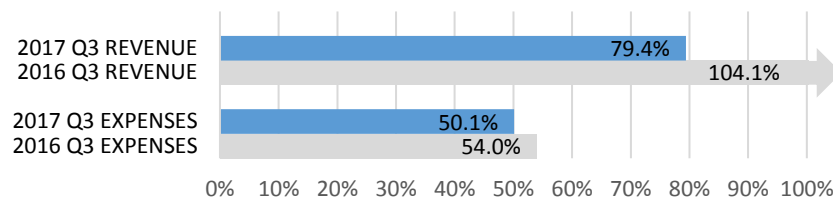
It is important to note that the report does not include financial information that provides minimal value on a quarterly basis. Excluded data includes taxation revenue, debt servicing, and amortization expense.

Each area of the City's operations has been analyzed below. Individual graphs show revenues and expenses as a percentage of budget for the third quarter of 2017 and 2016 for comparison.

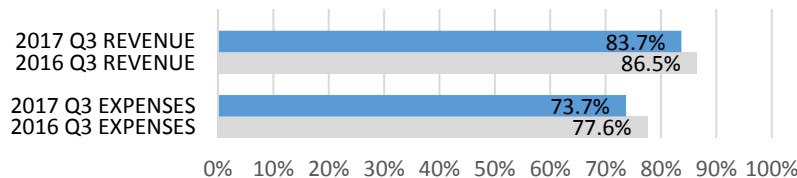
GOVERNANCE – Revenues are higher than expected due to bylaw services remedial action work under taken this year and the majority of annual of dog licenses revenue being collected in first three quarters. Expenses are higher than last year due to an increase in the City’s liability insurance premiums but are overall within budget.



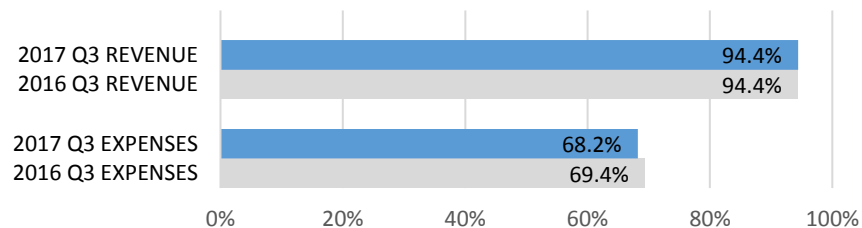
RCMP – Revenues are lower than 2016 and are lower than budget as less funding was received from SCIF Traffic Fine grants, \$380,000 to \$422,000 budget. These revenues have been decreasing slightly in recent years therefore the budget for 2018 is likely to be reduced slightly to reflect this trend. Also, the RCMP building capital lease fee revenue is lower because no capital work has being undertaken in 2017. Expenses are in line with budget and 2016 given RCMP billings are received subsequent to each quarter throughout the year; the RCMP billings are trending lower than budget to due ongoing vacancies/transfers within the detachment.



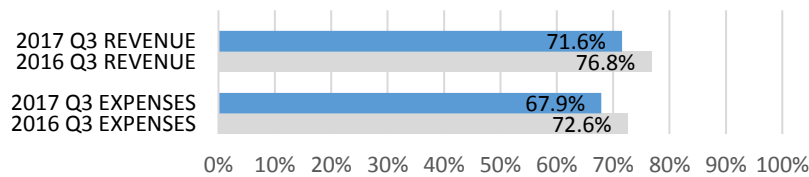
FIRE – Revenues are trending on budget and expenses are within expectation for 2017.



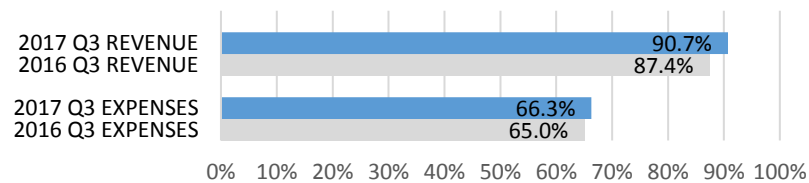
CORPORATE SERVICES – Revenues are higher than budget due to Fortis franchise fees and the CRIB servicing agreement coming in higher than budgeted. Expenses are lower than budget due to staffing vacancies and lower than budgeted legal fees.



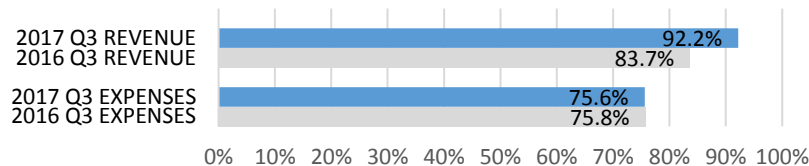
FACILITIES & SUPPLY MANAGEMENT – Revenues are slightly lower than the prior year due the lease area at the Community Centre being vacated at end of 2016. Expenses are lower than budget mainly due to a staffing vacancy in Supply Management and some legal settlements not yet paid.



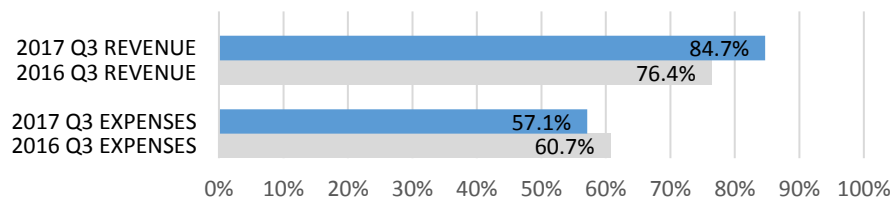
OPERATIONS – Revenues are higher than year to date but within expectation as solid waste user fees are collected in Q2 with property tax billings. Expenses are lower than expected due to a timing difference with external contracts for solid waste and transit billings – some invoices will be processed in the fourth quarter.



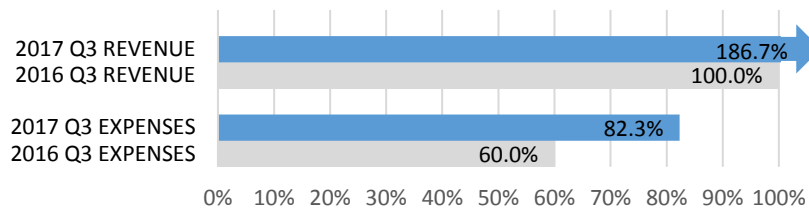
PARKS, RECREATION & CULTURE – Revenues are trending higher and higher than budget mainly due higher than budget burial, plot and internment revenues and \$53K of 2016 deferred revenue recognized in 2017 related to the transition from CLASS to the new PerfectMind system.



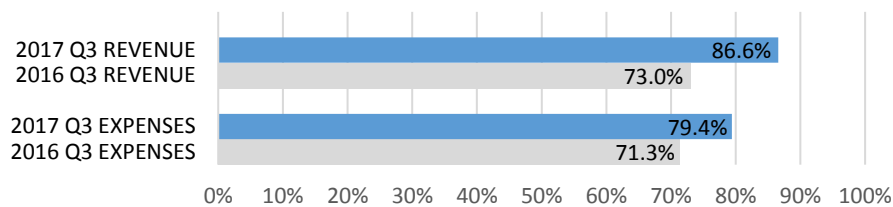
DEVELOPMENT SERVICES – Planning and development revenues are strong to date with building permits at 87% of budget, and development fees at 95% of budget at the end of the third quarter. Business licenses have been billed for the year and are at 110% of budget. Overall expenses are lower than budget and lower than last year due to two vacancies in building inspection and one vacancy in planning.



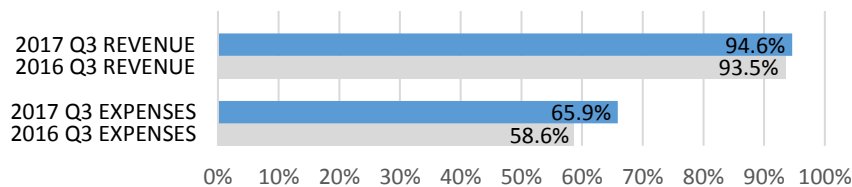
ECONOMIC DEVELOPMENT & TOURISM – The City is now receiving revenues for tourism activities starting in 2017 with the new tourism and economic development delivery model. As of March 1st, the City enrolled in the MRDT (Hotel Tax) program compared to an original expected start date of July 1st; payments received to date total \$200,000 therefore revenues are expected to be high for 2017 compared to budget and the budget is expected to realign this revenue for 2018 budget given trends to date. Additionally, the City has received grant funding for visitor information services. Expenses are higher than budget due to timing in delivery of services with the new tourism contract model being implemented early in 2017 with the early approval of the MRDT revenues.



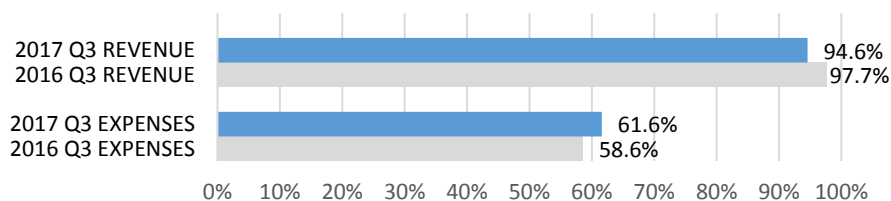
AIRPORT – Revenues higher than budget mainly due to increased fuel sales and increase in passenger fees. Expenses are higher than budget due to higher fuel purchases to support those fuel sales, as well heating costs and runway de-icing were significantly higher this year due to winter weather in early 2017.



SEWER – Residential utility user fees are billed with the property tax billings in May therefore a majority of the utility user fees have been collected, commercial metered billings are billed and collected quarterly. Expenses are on track with several expected invoices not yet received at end of Q3.

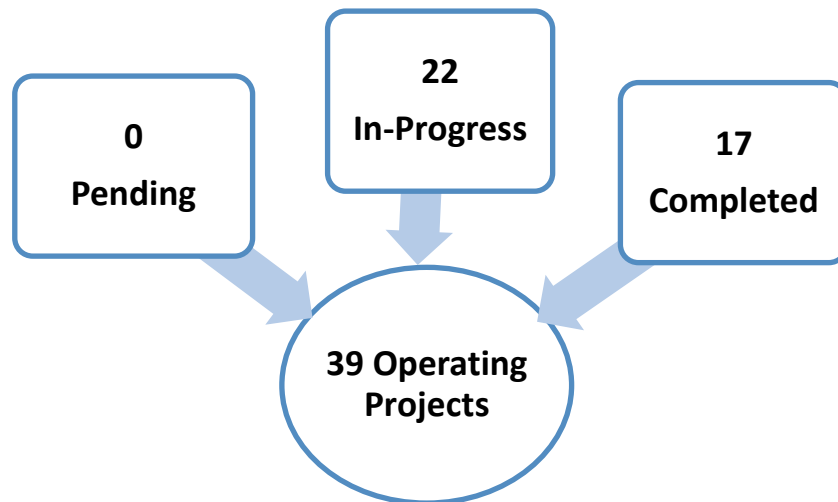


WATER – Residential utility user fees are billed with the property tax billings in May therefore a majority of the utility user fees have been collected, commercial metered billings are billed and collected quarterly. Expenses are lower than budget due to staff resources which are currently focused on the Water Supply project. The water department also has one current staffing vacancy.



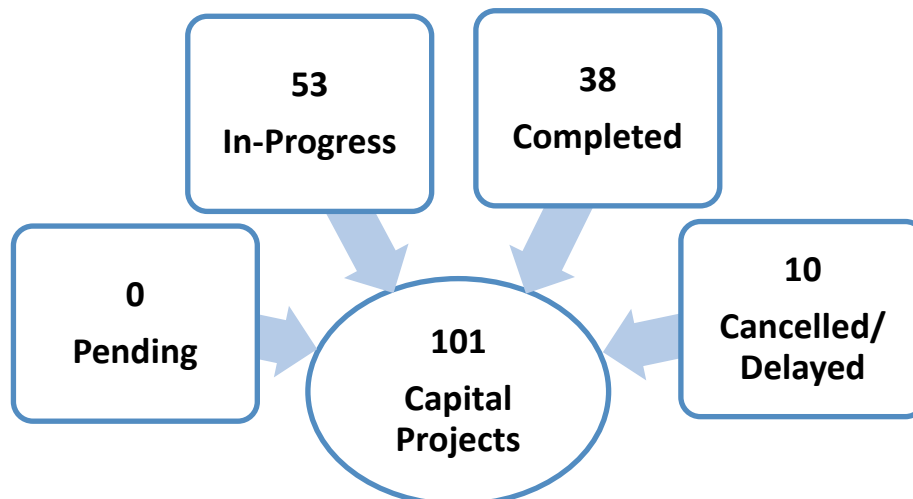
Operating Projects

There are 39 operating projects with a total budget of \$2.2M for 2017 as approved during Financial Planning including amendments as one-time projects planned for completion within the year. The total spend for the third quarter on operating projects is \$1.22M or 56% of budget. Of the 39 planned projects, 22 are currently in progress and 17 have been completed. Appendix 1 provides the detail on the status for each operating project; green highlighted projects are on track with expected project delivery timelines, yellow projects could be delayed and result in a carryforward to 2018, and red projects have been delayed or cancelled. For the third quarter report, the projects expected to require a carry forward into 2018 have been identified in a separate column on Appendix 1.



Capital Projects

There are 101 capital projects with a total budget of \$25.8M for 2017 as approved during Financial Planning including amendments. The most significant of these projects continues to be the Water Supply project which is slated for completion in 2018 with commissioning and operation of the new water system. The total spend to the third quarter on capital projects is \$11M or 43% of budget. Overall, 51 of 100 capital projects are currently underway and 37 have been completed. Appendix 2 provides the detail on the status for each capital project; green highlighted projects are on track with expected project delivery timelines including multi-year projects, yellow projects could be delayed and result in a carryforward to 2018, and red projects have been delayed or cancelled. For the third quarter report, the projects expected to require a carry forward into 2018 have been identified in a separate column on Appendix 2.



Conclusion:

Financial results for the City's departmental operating budgets are overall within expectation for the third quarter of 2017 and there are no significant areas of concern that have been identified.

Operating and capital projects are well underway for the third quarter of the year with the majority of projects well into the construction phase and many projects completed already. The second and third quarters are typically the busiest for the City, with capital project works and operations crews completing a majority of their work during these months. The fourth quarter will be spent wrapping up projects and planning for works to continue and start in early 2018. Any project highlighted yellow or red appendices is an indication to Council that the project may not be completed in 2017 and staff would have already communicated this to Council, or a follow up report will be forthcoming to explain the project status to Council.

Report authored by,



Dennis Brodie
Interim Finance Reporting Supervisor

Report reviewed by,



Myriah Foort, BBA, CPA, CA
Chief Financial Officer

Report Reviewed/Endorsed by,



Ron Bowles
GM Corporate Services

Attachments:

- Appendix 1 – Operating Projects (Q3 2017)
- Appendix 2 – Capital Projects (Q3 2017)

**APPENDIX 1
OPERATING PROJECTS
at September 30, 2017 (Q3)**

Project Statuses:
A - Not Started
B - Planning / Request for Proposal / Design
C - In Construction / In Progress
D - Completed / In Use
X - Cancelled
Z - Delayed Until Next Year

Index	Department	Project Name	Sept 2017 (Q3)	2017 Budget*	\$ Variance	% Variance	Status	2018 CFWD	Comments
Strategic Initiatives									
1	Mayor & Council	AVICC Convention Hosts	12,007	15,000	2,993	80.0%	D ✓	-	Event held April 7-9, 2017.
2	Mayor & Council	Council Contingency - Fibre Marketing	14,080	25,000	25,000	56.3%	C	Yes	Promotional material still under development. Launch scheduled for Nov 2nd.
3	Mayor & Council	Council Contingency - Habitat for Humanity 129 Westgate	-	29,073	29,073	0.0%	D ✓	-	Council endorsed paying application fees and waiving bonds and security. Final balance will be recorded in Q4.
4	Mayor & Council	Council Contingency - CRYSA Facility Rental Fee	1,570	1,200	(370)	130.9%	D ✓	-	Event held February 2017.
5	Mayor & Council	Tribal Journeys	25,000	25,000	-	100.0%	D ✓	-	Complete.
6	Mayor & Council	Forestry Task Force Operating Budget	7,791	27,398	20,072	28.4%	C	Yes	On-going throughout 2017.
7	Mayor & Council	3.5 Acre Task Force	79,504	125,000	124,704	63.6%	C	Yes	Community consultation complete, artist rendering, model and video created. Presentation planned for Q4.
8	Mayor & Council	Beautification Grants	20,000	60,000	40,000	33.3%	C	Yes	2 grants from 2016 completed and paid out. 4 grants for 2017 approved by Council and staff working with groups to complete the works by December 1st per agreements. Possibility of carryforwards to 2018.
9	Mayor & Council	Social Grants	-	25,000	25,000	0.0%	C	-	Preliminary feedback received from Council on the development of a social grant policy in early 2017. \$20,000 of funding allocated in Q4 2017 to SRD regional social housing initiative. Policy development deferred to early 2018.
10	Mayor & Council	Council Contingency - Annual Allocation	21,551	150,000	150,000	14.4%	C	Yes	A total of \$53,711 is currently committed for 2017.
11	Mayor & Council	Centennial Pool and Operating Budget Fund	375,000	375,000	-	100.0%	D ✓	-	Gaming funds used to offset centennial pool and other operating programs. Funding recorded in Q2.
12	Mayor & Council	BC Elders Gathering	15,000	15,000	-	100.0%	D ✓	-	Request for assistance received from BC Elders. Council approved assistance in May.
13	Mayor & Council	Homelessness Count	2,000	2,000	2,000	100.0%	D ✓	-	Count completed end of August.
14	Planning & Development	Campbellton Planning Projects	-	15,000	15,000	0.0%	C	Yes	VIU has completed work on their project for Campbellton; report presented to Council in early October. Funding from VIU to follow.
15	Planning & Development	Downtown Small Initiatives Fund	29,640	68,427	65,248	43.3%	C	Yes	CR Live Street events are complete and Small Initiatives projects are well underway, some will be completed in 2018.
16	Planning & Development	Downtown Signage Incentive Program	-	35,000	35,000	0.0%	B	Yes	A RFP has been drafted for the Sign Bylaw Update (the first phase of the incentive program). Was delayed due to 6 month planner vacancy.
17	Planning & Development	Façade Storefront Downtown Revitalization	-	50,000	50,000	0.0%	B	Yes	Implementation logistics are being reviewed. Staff are coordinating with the sign bylaw update.
18	Recreation & Culture	Public Art	13,644	57,808	49,901	23.6%	C	Yes	The mural project with the BIA is underway. Two other projects are in concept development stages.
19	Recreation & Culture	Increase Spirit Square Program Budget	-	12,000	12,000	0.0%	D ✓	-	Complete. Expenses to be recorded in Q4.
20	Recreation & Culture	Campbell River Seniors Centre Society-Kitchen Lunch Program	45,000	45,000	-	100.0%	D ✓	-	Funding to support the kitchen program has been provided.

* As amended

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OPERATING PROJECTS
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Index	Department	Project Name	Sept 2017 (Q3)	2017 Budget*	\$ Variance	% Variance	Status	2018 CFWD	Comments
Financial Stabilization									
21	Planning & Development	Downtown Revitalization - Plan & Design	5,060	5,924	5,924	85.4%	D ✓	-	Downtown Refresh document has been finalized.
22	Planning & Development	Sea Level Rise Assessment	11,304	65,000	60,743	17.4%	C	Yes	FCM Grant Application submitted. RFP awarded to NHC for assessment of 9.5 acre site and estuary areas; work underway. Co-op student hired with 90% funding from Pacific Institute for Climate Studies - completed inventory of shoreline assets at risk.
23	Parks	Parks Resource Management Plan	8,724	20,000	20,000	43.6%	C	-	Project is well underway with completion expected by the end of the year.
Other Funds									
24	Economic Development	Tourism Transition	-	13,763	13,763	0.0%	D ✓	-	Project complete. Destination Think! awarded contract for tourism services.
25	Facilities	Tidemark & Library Painting	11,218	26,932	26,932	41.7%	D ✓	-	Painting substantially complete with only minor touch-ups remaining.
26	Facilities	Facilities Master Plan/Condition Assessment	170,240	225,000	82,260	75.7%	C	-	Draft space plan and long-range facilities capital plan are now complete and are in review phase.
27	Planning & Development	Zoning/OCP Update	30,585	114,112	98,942	26.8%	C	Yes	Project underway and entering final stages of public consultation and bylaw drafting. Aim for wrap up in April 2018. Project delayed due to 6 month planner vacancy.
28	Planning & Development	Community Energy Efficiency Program	79,452	170,055	116,343	46.7%	C	Yes	City facility benchmarking & key performance indicators for Community Energy and Emissions Plan being completed. Power Down Campbell River incentive program extended and development of Energy Step Code program underway.
29	Airport	Business Development Opportunity Fund	29,640	45,000	39,929	65.9%	C	-	Planned initiatives for 2017 include a contribution to the annual Wings n' Wheels event. Expected to be fully spent in 2017.
30	Sewer	Reclaimed Water Study	8,062	10,419	10,144	77.4%	D ✓	-	Complete.
31	Sewer	Transformer Repair at Lift Station #11	18,400	25,000	25,000	73.6%	D ✓	-	Complete.
32	Sewer	Chemical Grouting Program	138,254	141,820	3,566	97.5%	D ✓	-	Complete.
33	Sewer	Downtown Sewer Study	7,808	20,028	12,220	39.0%	C	-	Final draft under review.
34	Sewer	Lift Station Auto - Cleaning	26,014	30,000	3,986	86.7%	D ✓	-	Complete.
35	Water	Water Conservation Plan	-	23,158	23,158	0.0%	C	Yes	Presented at Aug 15 COW to confirm the operational programs to include in the plan. Final plan being drafted and will be presented to Council in early 2018.
36	Water	Confined Space Entry Alternate Procedures	1,371	15,000	15,000	9.1%	B	Yes	Difficulty securing consultant. Scheduled to start in Q4.
37	Sewer	Biosolids Management Options Study	10,318	50,000	43,100	20.6%	C	Yes	Project underway, but may be delayed due to uncertainty around the participation in the regional compost facility and a delay in the amendment to the Organic Matter Recycling Regulation.
38	Sewer	Confined Space Entry Alternate Procedures	1,371	15,000	13,629	9.1%	B	Yes	Difficulty securing consultant. Scheduled to start in Q4.
39	Recreation & Culture	Sportsplex Space Assessment-Conceptual Design	-	5,461	5,461	0.0%	D ✓	-	Conceptual design is complete.
* As amended			TOTAL	\$ 1,219,607	\$ 2,179,578	\$ 1,265,721	56.0%		

**APPENDIX 2
CAPITAL PROJECTS
at September 30, 2017 (Q3)**

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X - Cancelled
Z - Delayed Until Next Year

Index	Department	Project Name	Sept 2017 (Q3)	2017 Budget*	\$ Variance	% Variance	Status	2018 CFWD	Comments
Strategic Priorities Projects									
1	External Request	Larwood-Erickson Sewer Upgrade	-	-	-	0.0%	B	-	Project in design and 50% review has been completed. Development partner paying for design works. Construction in 2018.
2	IT	Municipal Broadband Network - DT	65,399	180,795	115,396	36.2%	C	-	Final completion scheduled for early Q4.
3	IT	Municipal Broadband Network - CW	130,356	193,000	62,644	67.5%	D ✓	-	Complete.
4	Facilities	Tidemark Theatre Lower Roof Replacement	29,502	20,000	(9,502)	147.5%	D ✓	-	Project complete.
5	Facilities	Discovery Pier Structural Repairs and Refurbishment	201,640	196,758	(4,882)	102.5%	C	-	Concession and washroom renovations completed in 2017 with budget allocated; severe deficiencies discovered in concession during renovation process which led to additional works required to complete the project. Additional budget request to complete piling replacement being submitted for 2018.
6	Facilities	MHC Envelope Repairs	2,625	25,000	22,375	10.5%	D ✓	-	Work complete.
7	Roads	Ferry Terminal Access Improvements	10,163	20,000	9,837	50.8%	C	Yes	Consultant engaged in review and stakeholder meetings with Ministry of Transportation and Infrastructure and BC Ferries will take place in early 2018.
8	Roads	Pier Street, Sign and MHC Entrance Improvements	-	25,000	25,000	0.0%	B	Yes	Conceptual Design fall 2017, design early 2018, construction summer 2018.
9	Roads	Parking Lot Improvements	-	-	-	0.0%	B	-	Budget reallocated to new capital project - Cypress Street Improvements. See index 99.
10	Multi-Department	Lower Shoppers Row - St. Ann's to 11th Ave	-	250,000	250,000	0.0%	Z	Yes	Project rescheduled to align with Strategic Priorities Fund grant application with a project timeline with Upper Shoppers Row and 11th Avenue of 2018 to 2020.
11	Storm Drains	Downtown Storm Mitigation	-	30,000	30,000	0.0%	C	Yes	Work underway. Completion expected in fall of 2017.
12	Airport	Fueling Facility - Cfwd	10,440	14,320	3,880	72.9%	C	Yes	Carry forward money left from 2016; available as contingency against fuel system upgrade project.
13	Airport	Fueling Facility - Fuel Trucks	61,435	651,970	590,535	9.4%	C	Yes	Trucks ordered, delivery in November for truck #1 and December/January for truck #2.
14	Airport	Fueling Facility - Medivac	-	71,235	71,235	0.0%	B	Yes	Medivac parking will be operational effective January 1, 2018. Final paving will commence after the removal of the current fueling station.
15	Airport	Fueling Facility - Civil Works	109,371	572,475	463,104	19.1%	D ✓	Yes	Complete.
16	Sewer	Lift Station #10 Upgrades	130,174	155,723	25,549	83.6%	D ✓	-	Complete.
17	Sewer	MHC Sewer Chamber Improvements	18,672	56,138	37,466	33.3%	D ✓	-	Complete.
18	Sewer	Waterfront Sewer Forcemain	13	300,000	299,987	0.0%	B	Yes	Preliminary Design underway.
19	Water	Water Intake Project	3,979,186	5,318,173	1,338,987	74.8%	C	Yes	Multi-year project; building site and foundations underway, lockup Q3. Commissioning scheduled for Q4.
20	Water	CR Water Supply - Additional City Work	3,308,564	3,950,055	641,491	83.8%	C	Yes	Multi-year project; building site and foundations underway, lockup Q3. Commissioning scheduled for Q4.
21	Water	Water Facility Renewal	155,446	3,161,603	3,006,157	4.9%	C	Yes	Multi-year project; building site and foundations underway, lockup Q3. Commissioning scheduled for Q4.
22	Water	System Mod's for Water Supply Project	72,102	900,000	827,898	8.0%	C	Yes	Work underway Q4 completion.



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CAPITAL PROJECTS
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23	Parks	Ostler Park Redevelopment	75,209	311,055	235,846	24.2%	D ✓	-	Rip Rap repair complete, drainage concept proven.
24	Parks	Big Rock Boat Ramp	51,165	655,000	603,835	7.8%	B	Yes	Detailed design complete. DFO application underway - Q4 submission.
25	Parks	Robron Field House	2,129	408,000	405,871	0.5%	B	Yes	Projected expected to be deferred until 2018; additional negotiations and planning to be completed.
Other Capital Projects									
26	Finance	Asset Management	3,450	50,000	46,550	6.9%	C	Yes	AIM Committee is meeting on a regular basis working on various initiatives including Facilities, Fleet and Parks plans. A grant has been applied for a high level corporate asset management plan to help guide asset management implementation at the City. Committee expects to spend most of 2017 allocation.
27	IT	Recreation Management Software	87,495	152,137	64,642	57.5%	C	Yes	System has gone live internally and externally. There are still phases of the project left to complete such as: report design, scanning in offsite and out of office hours, etc. As well, there are system anomalies or business practices which need to be changed to ensure effective use of the system.
28	IT	Dogwood DOC Phone System	-	35,000	35,000	0.0%	B	Yes	RFP posted. Proponent selection scheduled for Nov 06. Projected expected to be completed by end of 2017.
29	IT	Vadim E3 Upgrade	6,989	7,000	11	99.8%	D ✓	-	Completed.
30	IT	Internet Security Hardware	25,960	35,000	9,040	74.2%	C	-	Final training session scheduled for Nov 14-15.
31	IT	Printer/Peripheral Replacement	12,114	15,000	2,886	80.8%	C	-	On-going through 2017.
32	IT	Workstation/Laptop Replacement	24,081	36,000	11,919	66.9%	C	-	On-going through 2017.
33	Fire Protection	#1 Fire Station Replacement	22,481	489,899	467,418	4.6%	B	Yes	Multi-year project; capital construction below the line. Site studies underway.
34	Fire Protection	Refurbish Existing Ladder Truck	267,661	240,000	(27,661)	111.5%	D ✓	-	Completed.
35	Fire Protection	Small Equipment Replacement	13,027	15,000	1,973	86.8%	C	-	Currently working with vendor.
36	Fire Protection	Pumper Rescue Replacement	11,304	890,000	878,696	1.3%	C	Yes	Multi-year project; pre-construction completed May 2017, build underway. Estimated delivery Q3 2018. Carry forward required.
37	Fleet	Fleet Replacement Plan	272,074	941,672	669,598	28.9%	C	Yes	Of the 7 planned replacements, 4 have been received with the remaining 3 already tendered with the City awaiting delivery. 1-2 units may not be delivered until early 2018 due to lengthy manufacturing times.
38	Capital Works	Capital Works Management	261,925	349,233	87,308	75.0%	C	-	Capital works is managing several capital projects across the capital plan.
39	Facilities	Roof Replacement 1180 Fir Street	18,711	13,000	(5,711)	143.9%	D ✓	-	Completed.
40	Facilities	Dick Murphy Park Viewing Platform Construction	12,500	45,000	32,500	27.8%	C	-	Work underway, project completion imminent.
41	Facilities	City Hall Space Planning Allowance	72,104	68,482	(3,622)	105.3%	D ✓	-	Renovation works complete.
42	Facilities	City Facilities Fall Protection	-	40,000	40,000	0.0%	C	-	Assessment has been bundled with Facilities Master Condition Assessment project and is currently underway.
43	Facilities	Fleet Maintenance Coordinator Vehicle	-	40,000	40,000	0.0%	D ✓	-	Vehicle received and in service.

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44	Facilities	Video Surveillance Cameras	12,593	30,000	17,407	42.0%	D ✓	-	Cameras installed at City Hall, Enterprise Centre, Spirit Square.
45	Facilities	Library Air Handler Replacement	-	150,000	150,000	0.0%	C	-	Tender awarded, construction in early November.
46	Facilities	CRCC Front Desk Safety Improvements*	-	-	-	0.0%	Z	-	\$20,000 project re-allocated to "CRCC Operational Improvements", project 101. This project deferred and will be re-budgeted in 2018.
47	Facilities	Small Equipment	29,966	30,000	34	99.9%	D ✓	-	Several pieces of equipment already in service with some pieces still to be invoiced. Completed.
48	Facilities	Energy and Water Consumption Reduction Projects	32,220	25,000	(7,220)	128.9%	D ✓	-	Budget is now fully expended on lighting projects at City Hall and lighting/water reduction projects at Discovery Pier.
49	Facilities	Mobile Column Lifts for Airport Maintenance Shop	-	80,000	80,000	0.0%	D ✓	-	Project complete. Lifts in operation at Airport.
50	Facilities	ERT Materials Transfer Pit Site Improvements*	-	-	-	0.0%	Z	-	\$50,000 project re-allocated to "CRCC Operational Improvements", project 101. This project deferred and will be re-budgeted in 2018.
51	Roads	Pedestrian Signal Crossing Lights	24,000	30,000	6,000	80.0%	D ✓	-	Completed Larwood/Hwy 19A & Alder/Robron.
52	Roads	Transit Bus Shelters	45,149	74,396	29,247	60.7%	C	-	Awaiting shelters to be installed by Contractor. Completion fall 2017.
53	Roads	Sidewalk Infill	-	45,132	45,132	0.0%	B	Yes	Working with DT Refresh and Parking lots for sidewalk infill project on Cypress and 11th Ave.
54	Roads	Street Light Infill	-	52,393	52,393	0.0%	C	-	2017 work complete.
55	Roads	Traffic Control Upgrades - Replacement	217,623	192,010	(25,613)	113.3%	D ✓	-	Complete. Additional ICBC funding of \$92,000 has been received for this project.
56	Roads	Pavement Management Plan	-	25,000	25,000	0.0%	Z	-	To be re-budgeted in 2018 - RFP canceled 2.5x budget - 1 submission.
57	Roads	LED Light Conversion	-	50,000	50,000	0.0%	C	-	To be completed by Dec 2017.
58	Roads	Cycling Infrastructure	5,139	15,000	9,861	34.3%	C	-	Projects completed for 2017.
59	Roads	Asphalt Overlays	490,010	500,000	9,990	98.0%	D ✓	-	Complete.
60	Storm Drains	Annual Drainage Improvements	-	150,000	150,000	0.0%	Z	Yes	Work deferred to 2018 - work to be undertaken in fisheries window. (Peterson/Willis areas).
61	Airport	Parking Machine	11,054	20,000	8,946	55.3%	D ✓	-	Purchased and in use.
62	Airport	Runway Condition Reporting Equipment	-	40,000	40,000	0.0%	D ✓	-	Unit on-site, invoice being processed, working with vendor to finalize software.
63	Airport	Airport Snowblower	-	420,000	420,000	0.0%	B	Yes	ACAP agreements signed, RFP issued with expected delivery in early 2018.
64	Airport	Airport Development Servicing	-	70,000	70,000	0.0%	B	Yes	Staff have completed external review and are in the process of completing the design with construction anticipated in late 2017/early 2018.
65	Airport	Security Fencing - South Dev. Area	-	40,000	40,000	0.0%	B ✓	Yes	Staff have completed external review and are in the process of completing the design with construction anticipated in late 2017/early 2018.
66	Sewer	Lift Station #11 Upgrade	3,589	52,588	48,999	6.8%	D ✓	Yes	Maintenance period.
67	Sewer	NWEC Upgrade Phase 2	39,535	200,000	160,465	19.8%	D ✓	Yes	In use.
68	Sewer	NWEC Boiler / DDC Replacement	-	47,130	47,130	0.0%	D ✓	-	Completed.
69	Sewer	Sewer Main Replacement - 2016	2,710	20,000	17,290	13.6%	D ✓	-	Maintenance period.



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70	Sewer	Storage Shelter for Vacuum Truck NWECC	63,817	60,000	(3,817)	106.4%	D ✓	-	Completed.
71	Sewer	Lift Station Generators	4,480	423,967	419,487	1.1%	C	Yes	Association with Social Procurement removed. Construction services tendered; anticipate Q4 award.
72	Water	Watermain Renewal - Cedar	-	10,000	10,000	0.0%	D ✓	-	Maintenance period.
73	Water	Area D Connection Improvements	-	20,000	20,000	0.0%	Z	-	Concept funds. Project delayed to 2018 due to delays in partnership discussions.
74	Water	Water Preventative Maintenance Truck	-	60,000	60,000	0.0%	D ✓	-	Vehicle received and in service.
75	Water	Water Dept. Temporary Location	-	300,000	300,000	0.0%	Z	-	Lease extended to end of 2018. Project will be re-budgeted for 2018.
76	Water	WM Cathodic Protection	5,600	35,000	29,400	16.0%	Z	-	Surveying and renewing test points completed. Design work to be included as part of 2018 scope.
77	Water	CRIB/CCR Water Improvements	-	20,000	20,000	0.0%	Z	-	Concept work delayed to 2018 due to workload associated with Water Supply Project.
78	Water	Water Service Renewal	5,681	50,000	44,319	11.4%	C	-	On-going project. Full budget will not be spent due to staff effort required for Water Supply Project.
79	Water	Fire Hydrant Renewal	8,676	50,000	41,324	17.4%	C	-	On-going project. Full budget will not be spent due to staff effort required for Water Supply Project.
80	Utilities	SCADA Platform	108,854	229,730	120,876	47.4%	C	Yes	Phases 1 and 2 complete. Phase 3 to start in Q4.
81	Utilities	Meter Renewal	44,120	100,000	55,880	44.1%	C	-	On-going project. Full budget will not be spent due to staff effort required for Water Supply Project.
82	Parks	Nunns Creek Master Plan	29,762	32,154	2,392	92.6%	C	Yes	Project on hold pending further review.
83	Parks	Robron Park Upgrade - Artificial Turf	10,699	29,724	19,025	36.0%	D ✓	-	Maintenance period.
84	Parks	Hwy 28 Elk Falls Cemetery Expansion	36,502	125,692	89,190	29.0%	C	-	Project to be completed by year end. Project is 95% complete to this point.
85	Parks	Shade Sails Installation	-	29,000	29,000	0.0%	B	Yes	Delivery of shade sail has been delayed by supplier. Delivery now expected in early December with installation early Spring.
86	Parks	Dog Park Development	23,435	20,093	(3,342)	116.6%	D ✓	-	Complete.
87	Parks	Frank James Park Design	29,584	47,558	17,974	62.2%	D ✓	-	Complete. Master plan approved.
88	Parks	Nunns Creek Park Electric Upgrade	10,657	299,921	289,264	3.6%	C	Yes	On hold pending Nunn's Creek Master Plan completion.
89	Parks	Incorporate 503 Island Hwy into Sequoia Park	1,995	20,505	18,510	9.7%	D ✓	-	Complete.
90	Parks	Spirit Square Benches	10,202	21,000	10,798	48.6%	D ✓	-	Complete.
91	Parks	Replacement Sand - Volleyball courts	25,472	27,000	1,528	94.3%	D ✓	-	Complete.
92	Parks	Baikie Island Bridge Re-Decking	11,497	15,000	3,503	76.6%	D ✓	-	Complete.
93	Parks	Robron Pump House Replacement	19,667	30,000	10,333	65.6%	D ✓	-	Complete.
94	Parks	Marine Foreshore Restoration	43,144	85,000	41,856	50.8%	D ✓	-	Complete.
95	Parks	Sybil Andrews' Cottage - Watering System	13,008	13,000	(8)	100.1%	D ✓	-	Complete.
96	Parks	End of Spruce Street Concept Plan	-	30,000	30,000	0.0%	B	Yes	Staff are working with the Campbellton group to get this project underway.

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97	Recreation & Culture	Recreation Equipment	-	25,670	25,670	0.0%	B	-	Equipment on order.
98	Recreation & Culture	Walter Morgan Studio - Rehabilitation	8,261	75,000	66,739	11.0%	C	Yes	Project is on hold while a heritage engineer evaluates building and determines scope of work required to ensure structural integrity of the building before restoration work begins.
99	Multi-Department	Cypress Street Improvements	-	115,000	115,000	0.0%	B	Yes	Project under design; funds required to be carried into 2018 to complete works.
100	Airport	Airport Airside Doors	-	40,000	40,000	0.0%	C	-	Doors ordered expecting 4-5 week delivery project should be completed by mid December 2017.
101	Facilities	CRCC Operational Improvements*	-	70,000	(70,000)	0.0%	C	-	Renovations are well under way and the space is expected to be fully move in ready by December 1st.
102	Facilities	Minor Facilities Capital Projects	38,369	-	(38,369)	100.0%	D ✓	-	Projects complete; minor facilities projects undertaken in Facilities operating budget but transferred to capital as projects meet TCA accounting threshold. Funded by Facilities operating budget.
TOTAL			10,992,541	25,797,386	14,664,845	42.6%			

* As amended